

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE PARKS AND RECREATION COMMISSION**

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened in a regular session at 6:59 p.m. on Wednesday, March 9, 2011, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Baxter, Greenberg, Hays, Mayeda, Ning, Taniguchi, and Chairperson Gilbert.

Absent: None.

Also Present: Community Services Director Jones, Senior Business Manager Minter, Recreation Services Manager Brunette, and Park Services Manager Carson.

3. FLAG SALUTE

Commissioner Baxter led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Ning moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF FEBRUARY 9, 2011

MOTION: Commissioner Hays moved for the approval of the February 9, 2011 Commission meeting minutes as submitted. Commissioner Ning seconded the motion; a voice vote reflected unanimous.

6. ORAL COMMUNICATIONS #1

The Commission welcomed Torrance Youth Council Chairperson Andy Tsou from West High School.

7. OLD BUSINESS

7A. SEA AIRE GOLF COURSE FEE UPDATE

Senior Business Manager Minter reported that the Commission's November 10, 2010 recommendation regarding Sea Air Golf Course fees would be considered by City Council on March 22, 2011.

7B. SEASIDE HEROES PARK UPDATE

Senior Business Manager Minter reminded Commissioners that on January 12, 2011 the Commission approved the allocation of \$18,900 Open Space funds to cover additional costs associated with construction of Seaside Heroes Park. He was pleased to report that the City Manager's Office was able to identify a funding source that covers the costs associated with the Memorial Wall; therefore, the request for appropriation is reduced to \$11,500 and \$7,400 will go back into the Open Space fund.

Responding to Commissioner Hays' inquiry, he stated that community members have made an oral commitment to donate funds for the Memorial Wall and are currently selling T-shirts to raise their goal of \$7,100. He added that, once the donation is received, community members would be recognized at a Commission and City Council meeting.

7C. ALTA LOMA PARK BUILDING UPDATE

Senior Business Manager Minter provided a slide presentation on the current status of the remodel of the existing building at Alta Loma Park. He reported that they are currently installing the roof and that the 400-foot addition is ready for stucco.

In response to Commissioner Mayeda's inquiry, he explained that funding for this project came from a developer contribution in a land swap agreement.

7D. DISCUSSION AND APPOINTMENT OF COMMISSION MEMBERS TO FILL VARIOUS STANDING COMMITTEES

Community Services Director Jones noted that a list of current Standing Committees and assignments was included in agenda materials. He reported that, with the retirement of Commissioner Robbins, there is a vacancy on the Facilities Committee. He pointed out that Commissioner Mayeda has rotated onto the Grants Committee based on seniority.

Commissioner Greenberg stated that she was willing to fill the vacancy on the Facilities Committee.

MOTION: Commissioner Hays moved to assign Commissioner Greenberg to the Parks and Recreation Commission's Facilities Standing Committee. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

Community Services Director Jones offered to verify term expiration dates for Commissioners Ning, Taniguchi, and Chairperson Gilbert.

8. NEW BUSINESS

8A. UPDATE FROM THE CENTENNIAL COMMITTEE

Community Services Director Jones noted that an approved partial list of Centennial events was included in Attachment A in the agenda item. He pointed out that many of the events planned are associated with the Community Services Department.

Chairperson Gilbert added that additional events being planned include planting 100 trees for Arbor Day and picnics in every park.

8B. PROPOSAL LETTER FROM THE “FRIENDS OF TORRANCE EXCEPTIONAL ATHLETES”

Recreation Services Manager Brunette provided background on cutbacks by Special Olympics Southern California and presented a proposal from a non-profit, fund raising organization, Friends of Torrance Exceptional Athletes (FTEA), to financially support the Torrance Special Needs Sports Program created in 2010. He stated that Torrance special needs athletes will still participate in Special Olympics but will also be able to participate in events and sports offered year round by the Torrance Special Needs Sports Program. He noted that funds raised by FTEA will be used to purchase uniforms, equipment, and transportation to non-Special Olympics sponsored events.

8C. ACCEPT AND FILE THE LIVING DEDICATION TREE PROGRAM 2010 ANNUAL REPORT

Park Services Manager Carson presented the Living Tree Dedication annual report for 2010 and requested that the Commission recommend that City Council accept and file the report. He noted that 14 living dedication trees were planted in nine different parks last year.

Responding to Commissioner Greenberg's inquiries, Park Services Manager Carson explained the Living Dedication Tree Program, fees, and its promotion through the City website and brochures.

MOTION: Commissioner Mayeda moved to concur with staff recommendation. Commissioner Baxter seconded the motion; a voice vote reflected unanimous approval.

9. STANDING COMMITTEE UPDATES

9A. FACILITIES COMMITTEE

Commissioner Mayeda reported that the Facilities Committee has not met but will schedule a meeting to discuss criteria for inclusion of additional names on the Seaside Heroes Park Memorial Wall.

9B. GRANTS COMMITTEE

Chairperson Gilbert reported that the Grants Committee has not met but that checks to the organizations are available for pick-up starting March 9, 2011.

9C. OPEN SPACE COMMITTEE

No report.

9D. PROGRAMS COMMITTEE

Has not met.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Report for February 2011 was included in agenda packets. He reported that four parks were added for picnic reservation permits and that there was a wedding at Miramar Park last weekend.

Commissioner Baxter inquired how registration enrollments compare with budgeted projections and Senior Business Manager Minter stated that the number of enrollments has decreased but that revenue has increased. He explained why it is difficult to compare any single month, but offered to try to bring back additional information.

Community Services Director Jones pointed out that the Commission's mission is to look at community needs and not the financial side. He stated that the decrease in participants is a concern but hopefully enrollments will increase in the future because the value and quality is still there.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for February 2011 was included in agenda materials. He reported that the Columbia Park picnic shelter was painted today, tables have been replaced, and that the project should be complete in two weeks pending electrical improvements. He provided an update on the irrigation project at Columbia Park that should be complete on March 10, 2011.

Responding to Commissioner Greenberg's inquiries regarding tree trimming and eucalyptus trees, Park Services Manager Carson described the recently submitted Park Tree Management Program plan that would provide a four-year trim cycle of almost 4,800 trees in City parks and accessory areas. Referring to eucalyptus trees, he advised that the tallest, largest ones were trimmed last year and that they are not be removed unless they are decayed or hazardous.

10C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for February 2011 was included in agenda packets. He announced a dinner for the Special Needs Program on March 11, 2011 at Toyota Meeting Hall.

In response to Commissioner Hays' inquiry, he stated that the batting cage concession is doing very well and that staff has received no complaints.

Chairperson Gilbert stated that she is looking forward to the Downtown Farmer's Market on March 24, 2011.

Responding to Commissioner Ning's inquiry, Recreation Services Manager Brunette advised that the Torrance Certified Farmers' Market is doing very well in spite of recent rain.

11. ORAL COMMUNICATIONS FROM THE PUBLIC #2

11A. Torrance Youth Council member Jason Kim, Torrance High School, introduced himself.

11B. Commissioner Taniguchi volunteered to serve on the Beat the Odds scholarship selection panel on April 7, 2011, with Commissioners Baxter and Hays offering to serve as alternates.

11C. Commissioners and staff welcomed new Commissioner Greenberg.

11D. Staff reminded Commissioners about the dinner honoring Commissioner Robbins on March 16, 2011.

11E. Community Services Director Jones stated that Commissioners may individually and voluntarily submit a letter to the City Clerk's Office requesting that their stipends be left in City funds but they may not direct that it be put towards the Grants Program.

11F. Community Services Director Jones stated that an item regarding a bench dedication program and criteria for uniformity will be brought to the Commission in the near future.

11G. Commissioner Ning announced that he will begin as an ExxonMobil community advisor next week.

11H. Commissioner Mayeda stated that he enjoyed the cherry trees during a recent visit to Columbia Park.

12. ADJOURNMENT

MOTION: At 8:09 p.m., Commissioner Hays moved to adjourn the meeting to April 13, 2011 at 7:00 p.m. in the West Annex meeting room. Commissioner Taniguchi seconded the motion and, hearing no objection, Chairperson Gilbert so ordered.

Approved as Submitted April 13, 2011 s/ Sue Herbers, City Clerk
